

Wisconsin Medicaid  
Dental Certification Packet

Wisconsin  
Department of  
Health and Family Services



Jim Doyle  
Governor

Helene Nelson  
Secretary

**State of Wisconsin**

Department of Health and Family Services

**DIVISION OF HEALTH CARE FINANCING**  
WISCONSIN MEDICAID AND BADGERCARE  
PROVIDER SERVICES  
6406 BRIDGE ROAD  
MADISON WI 53784

Telephone: 800-947-9627  
608-221-9883  
dhfs.wisconsin.gov/medicaid  
dhfs.wisconsin.gov/badgercare

Dear Medicaid Provider Applicant:

Thank you for applying for certification with the Wisconsin Medicaid program. Once you are a Medicaid provider, you will play a significant part in improving the health of low-income people in your community.

Enclosed are the certification materials you requested. Please review these materials carefully. These materials must be completed and processed before you may become a certified provider for the Wisconsin Medicaid program and begin receiving payments.

Upon certification as a Wisconsin Medicaid provider, you will receive the All Provider Handbook containing general instructions for all providers. In addition, you will also receive publications relating to the specific services you will be providing. These publications will identify the services covered by the Medicaid program and will describe Medicaid billing procedures. After reading those materials, if you have additional questions, we encourage you to use provider services. These services include both telephone and on-site assistance. If you are interested in using these services, please contact the Provider Services Unit addresses and telephone numbers listed in the All Provider Handbook.

We realize that all providers appreciate prompt payments, so we encourage providers with computers to submit claims electronically. This method reduces clerical errors and decreases turn around time. If you are interested in electronic submission of claims and would like more information, including the free software, please contact (608) 221-4746, or indicate your interest in electronic billing by completing the form in your certification materials.

Thank you, again, for your interest in becoming a certified Wisconsin Medicaid provider and for the important services that you will provide to Medicaid recipients. If you have any questions about enclosed materials, please contact the Wisconsin Medicaid Correspondence Unit at (608) 221-9883 or toll-free at 1-800-947-9627.

Sincerely,

A handwritten signature in cursive script that reads 'Mark B. Moody'.

Mark B. Moody  
Administrator

MBM:mhy  
MA11065/PERM

Enclosure

# Wisconsin Medicaid Checklist for Certification

The items listed below are included in your certification application. Please use this form to check that you received the materials and verify which materials you returned. Please copy all documents for your records before sending them to Wisconsin Medicaid. Keep this checklist for your records. Mail your completed application to:

Provider Maintenance  
Wisconsin Medicaid  
6406 Bridge Road  
Madison, WI 53784-0006

**The required items must be completed and returned to Wisconsin Medicaid:**

	Item	Required	Optional	Date Sent
1.	Provider Application	X		
2.	Provider Agreement (2 copies)	X		
3.	Oral Surgery Billing Method Selection Form	X		
4.	Publications Deletion Form		X	
5.	Publications Addition Form		X	

**These items are included for your information. Do not return them:**

	Item
1.	General Information
2.	Certification Requirements
3.	Terms of Reimbursement
4.	Electronic Billing Information

## **Wisconsin Medicaid Program General Certification Information**

Enclosed is the certification application you requested to be a Wisconsin Medicaid provider. Your certification for Wisconsin Medicaid can be approved when you send a **correctly completed application** to the address below and meet all certification requirements for your provider type. **Wisconsin Medicaid cannot reimburse any services you provide prior to your approved certification effective date.** Please carefully read the attached materials.

### **Where to Reach Us**

If you have questions about the certification process, please call the Wisconsin Medicaid Correspondence Unit for Policy/Billing Information at (608) 221-9883 or toll-free at 1-800-947-9627.

Copy all application documents for your records. Send your completed certification materials to:

Wisconsin Medicaid  
Provider Maintenance  
6406 Bridge Road  
Madison, WI 53784-0006

### **Certification Effective Date**

Wisconsin Medicaid regulations are followed when assigning your initial effective date as described here:

1. The date you notify Wisconsin Medicaid of your intent to provide services is the earliest effective date possible and will be your initial effective date **if**:
  - You meet all applicable licensure, certification, authorization, or other credential requirements as a prerequisite for Medicaid on the date of notification. Do not hold your application for pending licensure, Medicare, or other required certification. Wisconsin Medicaid will keep your original application on file. Send Wisconsin Medicaid proof of eligibility documents immediately once available for continued processing.
  - Wisconsin Medicaid receives your **properly completed certification** application within 30 days of the date the application was mailed to you.
2. If Wisconsin Medicaid receives your application more than 30 days after it was mailed to you, your initial effective date will be the date Wisconsin Medicaid receives your correctly completed application.
3. If Wisconsin Medicaid receives your incomplete or unclear application within the 30-day deadline, you will be granted one 30-day extension. Wisconsin Medicaid must receive your response to Wisconsin Medicaid's request for additional information within 30 days from the date on the letter requesting the missing information or item(s). This extension may allow you additional time to obtain proof of eligibility (such as license verifications, transcripts, other certification, etc.)

4. If you don't send complete information within the original 30-day deadline or 30-day extension, your initial effective date will be based on the date Wisconsin Medicaid receives your complete and accurate application materials.

### **Notification of Certification Decision**

Within 60 days after Wisconsin Medicaid receives your completed application, you will be notified of the status of your certification. If Wisconsin Medicaid needs to verify your licensure or credentials, it may take longer. You will be notified as soon as Wisconsin Medicaid completes the verification process.

If you are certified to provide Medicaid services, you will receive written notice of your approval, including your Wisconsin Medicaid provider number and certification effective date.

### **Notification of Changes**

Your certification in Wisconsin Medicaid is maintained only if your certification information on file at Wisconsin Medicaid is current. You must inform Wisconsin Medicaid in advance of any changes such as licensure, certification, group affiliation, corporate name, ownership, and physical or payee address. **Send your written notice to Wisconsin Medicaid Provider Maintenance** This notice must state when these changes take effect. Include your provider number(s) and signature. Do not write your notice or change on claims or prior authorization requests.

Failure to notify Wisconsin Medicaid of these types of changes may result in:

- Incorrect reimbursement.
- Misdirected payment.
- Claim denial.
- Suspension of payments in the event provider mail is returned to Wisconsin Medicaid for lack of current address.

### **Provider Agreement Form**

Your agreement to provide Medicaid services must be signed by you and the Wisconsin Department of Health and Family Services. This agreement states that both parties agree to abide by Wisconsin Medicaid's rules and regulations.

The agreement is valid for a maximum of one year. All Provider Agreements expire annually on March 31. The Department of Health and Family Services may renew or extend the Provider Agreement at that time.

You cannot transfer, assign, or change the Provider Agreement.

The application includes two copies of the Provider Agreement. Complete, sign, and return both copies. Type or clearly print your name as the applicant's name both on the line on page 1 and on the appropriate line on the last page of the agreement. You must use the same provider name on the application forms and Provider Agreement. When the certification process is complete, you will receive one copy of your processed and signed Provider Agreement. The other copy will be kept in your Wisconsin Medicaid file.

## **Terms of Reimbursement (TOR)**

The TOR explains current reimbursement methodologies applicable to your particular provider type. It is referenced by, and incorporated within, the provider agreement. Keep the TOR for your files.

## **Certification Requirements**

The Wisconsin Administrative Code contains requirements that providers must meet in order to be certified for Wisconsin Medicaid. The code and any special certification materials applicable to your provider type are included as certification requirements.

## **Publications**

Along with your notice, Wisconsin Medicaid will send one copy of all applicable provider publications. The publications include program policies, procedures, and resources you can contact if you have questions.

Many clinics and groups have requested to receive only a few copies of each publication, rather than a personal copy for each Medicaid-certified individual provider in the clinic or group. If you are an individual provider who is a member of a Medicaid-certified clinic or group, you may reassign your copy to your clinic or group office. Please decide if you wish to receive your personal copy of Medicaid publications or if it is sufficient for your Medicaid-certified clinic or group office to receive copies.

If you do not wish to receive personal copies of Medicaid publications, please complete the attached “Deletion from Publications Mailing List Form.” If you wish to have your copy of publications reassigned to your clinic or group, also complete the “Additional Publications Request Form.”

## **Dentist Certification Requirements**

### **Individuals**

HFS 105.06, Wis. Admin. Code, states: “For MA [Wisconsin Medicaid] certification, dentists shall be licensed pursuant to ss. 447.03 and 447.04, Stats.” For information on licensure, contact the Wisconsin Department of Regulation and Licensing.

If you provide services at an out-of-state location near Wisconsin, you may be certified as a border status provider. These providers are exempt from the Wisconsin licensure requirement but must be licensed by the appropriate agency in the state in which they practice. HFS Section 105.48, Wis. Admin. Code, explains which providers may be granted border status.

If you have a temporary license/registration, you are eligible for certification. However, certification will be cancelled on the expiration date of the license unless you send proof of extended licensure or regular registration to Wisconsin Medicaid before that date.

Your current licensure/registration must be verified before you are certified. You can expedite this process by enclosing a copy of your current license/registration and by writing your date of birth on your application.

### **Clinics**

Clinics requesting certification must confirm that the individuals providing service for the clinic are certified under HFS 105, Wis. Admin. Code. The clinic can request and be issued a number to bill for services performed by two or more providers of a similar service.

A clinic number also can be issued to a single provider when that provider:

- Performs services at two separate locations.
- Needs to separate the billings and reimbursements according to the location where services were performed.

Clinic billing numbers are assigned to clinics strictly as an accounting and billing convenience. The number allows payments for services performed by individual clinic members to be made directly to the clinic. The billing number has no independent payment capabilities. In order for the clinic to be reimbursed, the billing number must be used with the performing provider number of the individual who performed the service.

Please make sure each individual group member is Medicaid certified before performing services. Wisconsin Medicaid cannot reimburse for services from a provider who is not certified on the date of service.

## **CLINIC CERTIFICATION CRITERIA**

Clinics requesting certification are subject to the certification requirements in Chapter HFS 105, Wisconsin Administrative Code, applicable to the individual providers within the clinic who provide services for which reimbursement is requested from the Wisconsin Medicaid program. The clinic itself can request and be issued a billing number in order to bill for services performed by two or more like providers, i.e., two physicians or two therapists, but not one physician and one therapist. In addition, a clinic number can be issued to one provider when that provider performs services at two separate locations and, therefore, wants to separate the billings and reimbursements according to the location where services were provided.

Billing numbers are assigned to clinics strictly as an accounting convenience to allow payments for services performed by individual clinic members to be made directly to the clinic. The billing number has no independent payment capabilities. In order for reimbursement to be made to the clinic, the billing number must be used in conjunction with the performing provider number of the individual provider who performed the service.

Make sure each individual group member is certified with the Wisconsin Medicaid program prior to performing services. Wisconsin Medicaid cannot reimburse for services provided prior to certification of the performing provider.

Provider Types:      19, 20, 27, 28, 29, 30, 31,  
                             32, 33, 34, 35, 37, 38, 43,  
                             45, 78, 84

Effective Date:      February 1, 1991  
Revised:              February 2000





Jim Doyle  
Governor

Helene Nelson  
Secretary

**State of Wisconsin**  
**Department of Health and Family Services**

**DIVISION OF HEALTH CARE FINANCING**  
WISCONSIN MEDICAID AND BADGERCARE  
PROVIDER SERVICES  
6406 BRIDGE ROAD  
MADISON WI 53784

Telephone: 800-947-9627  
608-221-9883  
dhfs.wisconsin.gov/medicaid  
dhfs.wisconsin.gov/badgercare

**DENTISTS**  
**TERMS OF PROVIDER REIMBURSEMENT**

The Department will establish maximum allowable fees for certified dental providers for the provision of covered services provided to Medicaid recipients.

The Department shall pay the lesser of a provider's usual and customary charges or a maximum rate established by the Department. The maximum allowable fee shall be based on various factors including a review of usual and customary charges submitted to the Wisconsin Medicaid Program, the Wisconsin State Legislature's Medicaid budgetary constraints, and other relevant economic limitations.

Providers are required to bill their usual and customary charges for services provided, that charge being the amount charged by the provider for the same service when provided to non-Medicaid patients. For providers using a sliding fee scale for specific services, usual and customary means the median of the individual provider's charge for the service when provided to non-Medicaid patients.

The Department shall adjust payments made to providers to reflect the amounts of any allowable copayments which providers are required to collect pursuant to Chapter 49, Wis. Stats.

Payments for deductibles and coinsurance payable on an assigned Medicare claim shall be made in accordance with Section 49.46(2)(c), Wis. Stats.

In accordance with Federal regulations contained in 42 CFR 447.205, the Department will provide public notice in advance of the effective date of any significant proposed change in its methods and standards for setting payment rates for services.

Applicable Provider Type(s): 27

Effective Date: July 1, 1988

PC05088A/TOR

**Wisconsin.gov**

**WISCONSIN MEDICAID  
PROVIDER APPLICATION  
INFORMATION AND INSTRUCTIONS**

Wisconsin Medicaid requires information to enable Medicaid to certify providers and to authorize and pay for medical services provided to eligible recipients.

Personally identifiable information about Medicaid providers is used for purposes directly related to Medicaid administration such as determining the certification of providers or processing provider claims for reimbursement. Failure to supply the information requested by the form may result in denial of Medicaid payment for the services.

The use of this form is voluntary. However, in order to be certified, you must complete this form and submit it to the address indicated.

**INSTRUCTIONS:** Type or print your information on this application. Complete all sections. If a question does not apply to your application, write "N/A" in the field. Failure to complete all sections of this application will cause delay and may cause denial of certification.

**IMPORTANT NOTICE:** In receiving this application from and granting Medicaid certification to the individual or other entity named below as "Provider Applicant," Wisconsin Medicaid relies on the truth of all the following statements:

1. Provider Applicant submitted this application or authorized or otherwise caused it to be submitted.
2. All information entered on this application is accurate and complete, and that if any of that information changes after this application is submitted Provider Applicant will timely notify Wisconsin Medicaid of any such change.
3. By submitting this application or causing or authorizing it to be submitted, Provider Applicant agrees to abide by all statutes, rules, and policies governing Wisconsin Medicaid.
4. Provider Applicant knows and understands the certification requirements included in the application materials for the applicable provider types.

If any of the foregoing statements are not true, Wisconsin Medicaid may terminate Provider Applicant's certification or take other action authorized under ch. HFS106, Wis. Admin. Code, or other legal authority governing Wisconsin Medicaid.

**DISTRIBUTION** — Submit completed form to:

Wisconsin Medicaid  
Provider Maintenance  
6406 Bridge Road  
Madison WI 53784-0006

If you have any questions, call Provider Services at (800) 947-9627.

**FOR OFFICE USE ONLY**

ECN	Date Requested	Date Mailed
Provider Number	Effective Date	
Provider Type	Provider Specialty	

## WISCONSIN MEDICAID PROVIDER APPLICATION

**INSTRUCTIONS:** Type or print clearly. Before completing this application, read Information and Instructions.

This application is for:

- ☐ Individual.  
☐ Group/Clinic.  
☐ Change of Ownership, effective \_\_\_\_/\_\_\_\_/\_\_\_\_.

### SECTION I — PROVIDER NAME AND PHYSICAL ADDRESS

#### Special Instructions

**Name — Provider Applicant** — Enter only one name. All applicants (e.g., individuals, groups, agencies, companies) must enter their name on this line. If your agency uses a "doing business as" (DBA), then enter your DBA name. The name entered on this line must exactly match the provider name used on all other documents for Wisconsin Medicaid.

**Name — Group or Contact Person** — Individual applicants employed by a group or agency should indicate their employer on this line. Applicants who are not employed by a group or agency may use this line as an additional name line or attention line to ensure proper mail delivery.

**Address — Physical Work** — Indicate address where services are primarily provided. Wisconsin Medicaid will send general information and correspondence to this address. Official correspondence will be sent certified. Failure to sign for official correspondence could result in decertification. It is not acceptable to use a drop box or post office box alone. Do not use a Medicaid recipient's residence or a billing service address.

**Date of Birth — Individual / Social Security Number** — Required for individual applicants only. Enter date as MM/DD/YYYY.

**Name — Medicaid Contact Person, Telephone Numbers, and Fax Number** — List the name, telephone number, and fax number of a person within your organization who can be contacted about Medicaid questions. Also list a telephone number clients can use to reach you. This telephone number must be kept current with Wisconsin Medicaid.

**Medicare Part A Number and Medicare Part B Number** — Required for Medicare-certified providers. Please use Medicare numbers appropriate for the same type of services as this application.

Name — Provider Applicant (Agency Name or Last, First Name, Middle Initial)

Name — Group or Contact Person

Address — Physical Work

City	State	Zip Code	County
Date of Birth — Individual	SSN	Name — Medicaid Contact Person	
Telephone Number — Medicaid Contact Person	Telephone Number — For Client Use		Fax Number

Current and/or Previous State Medicaid Provider Number

☐ Wisconsin ☐ Other

Medicare Part A Number	Effective Date
Medicare Part B Number	Effective Date

***dhfs.wisconsin.gov/medicaid***

---

**SECTION II — ADDITIONAL INFORMATION**

---

**Special Instructions**

Respond to all applicable items:

- **All applicants must complete question 1. Providers with a physical address in Minnesota, Michigan, Iowa, or Illinois** must attach a copy of their current license.
- **Physicians** must answer **question 2**.
- **Applicants who will bill for laboratory tests** must answer **question 3**. Attach a copy of their current Clinical Laboratory Improvement Amendment (CLIA) certificate.
- **All applicants certified to prescribe drugs** must answer **question 4**.
- **Individuals affiliated with a Medicaid-certified group** must answer **question 5**.

---

1. Individual or Agency License, Certification, or Regulation Number(s)

---

2. Unique Physician Identification Number (UPIN)

---

3. CLIA Number

---

4. Drug Enforcement Administration (DEA) Number

---

5. Medicaid Clinic/Group Number

---

**SECTION III — PROVIDER PAYEE NAME AND PAYEE ADDRESS**

---

**Special Instructions**

**Name — Payee** — Enter the name to whom checks are payable. Individuals reporting income to the Internal Revenue Service (IRS) under a SSN must enter the individual name recorded with the IRS for the SSN. Applicants reporting income to the IRS under an employer identification number (EIN) must enter the name exactly as it is recorded with the IRS for the EIN.

**TIN** — Enter the Taxpayer Identification Number (TIN) that should be used to report income to the IRS. Check whether the TIN is an EIN or SSN. The number entered must be the TIN of the payee name entered. The payee name and TIN must exactly match what is on record with the IRS.

**TIN Effective Date** — This is the date the TIN became effective for the provider.

**Name — Group or Contact Person** (Optional) — Enter an additional name (e.g., business, group, agency) that should be printed on checks and Remittance and Status (R/S) Reports (payment/denial report) to ensure proper delivery.

**Address — Payee** — Indicate where checks and R/S Reports should be mailed. A post office box alone may be used for this address.

---

Name — Payee

TIN	TIN Effective Date	<input type="checkbox"/> EIN    or <input type="checkbox"/> SSN
-----	--------------------	---

---

Name — Group or Contact Person

---

Address — Payee

City	County	State	Zip Code
------	--------	-------	----------

---

**SECTION IV — TYPE OF CERTIFICATION**

---

Check the provider type for this application from the list below. A separate application is required (in most cases) for each provider type for which you wish to be certified. An individual may choose only one provider type per application.

---

- |   |  |
|---|--|
| <input type="checkbox"/> Ambulance.   | <input type="checkbox"/> Nurse Services (Independent Home Care):         |
| <input type="checkbox"/> Ambulatory Surgery Center.                             | <input type="checkbox"/> Respiratory Care Services.                      |
| <input type="checkbox"/> Anesthesiology Assistant*.                             | <input type="checkbox"/> Private Duty.                                   |
| <input type="checkbox"/> Anesthetist CRNA.                                      | <input type="checkbox"/> Midwife.  |
| <input type="checkbox"/> Audiologist.   | <input type="checkbox"/> Occupational Therapy (OT).                      |
| <input type="checkbox"/> Audiologist/Hearing Instrument Specialist.             | <input type="checkbox"/> OT Assistant*.                                  |
| <input type="checkbox"/> Case Management.                                       | <input type="checkbox"/> Optician.                                       |
| <input type="checkbox"/> Chiropractor.  | <input type="checkbox"/> Optometrist.                                    |
| <input type="checkbox"/> Community Care Organization.                           | <input type="checkbox"/> Osteopath (See below).                          |
| <input type="checkbox"/> Dentist, Specialty _____.                              | <input type="checkbox"/> Osteopath Group/Clinic (See below).             |
| <input type="checkbox"/> End Stage Renal Disease.                               | <input type="checkbox"/> Personal Care Agency.                           |
| <input type="checkbox"/> Family Planning Clinic.                                | <input type="checkbox"/> Pharmacy.                                       |
| <input type="checkbox"/> HealthCheck Screener.                                  | <input type="checkbox"/> Physical Therapy (PT).                          |
| <input type="checkbox"/> HealthCheck "Other" Services:                          | <input type="checkbox"/> PT Assistant*.                                  |
| <input type="checkbox"/> Other Eligible Services.                               | <input type="checkbox"/> Physician (See below).                          |
| <input type="checkbox"/> Hearing Instrument Specialist.                         | <input type="checkbox"/> Physician Assistant*.                           |
| <input type="checkbox"/> Home Health Agency:                                    | <input type="checkbox"/> Physician Group/Clinic (See below).             |
| <input type="checkbox"/> With Personal Care.                                    | <input type="checkbox"/> Podiatrist.                                     |
| <input type="checkbox"/> With Respiratory Care.                                 | <input type="checkbox"/> Portable X-ray.                                 |
| <input type="checkbox"/> Hospice.   | <input type="checkbox"/> Prenatal Care Coordination (PNCC).              |
| <input type="checkbox"/> Independent Lab.                                       | <input type="checkbox"/> Rehabilitation Agency.                          |
| <input type="checkbox"/> Individual Medical Supply:                             | <input type="checkbox"/> Respiratory Therapist.                          |
| <input type="checkbox"/> Orthodontist and/or: Prosthetist.                      | <input type="checkbox"/> Rural Health Clinic.                            |
| Other _____.  | <input type="checkbox"/> School-Based Services.                          |
| <input type="checkbox"/> Medical Vendor/Durable Medical Equipment (DME).        | <input type="checkbox"/> Specialized Medical Vehicle Transportation.     |
| <input type="checkbox"/> Nurse Practitioner:                                    | <input type="checkbox"/> Speech and Hearing Clinic.                      |
| <input type="checkbox"/> Certified Nurse Midwife (masters level or equivalent). | <input type="checkbox"/> Speech and Pathology:                           |
|   | <input type="checkbox"/> Master's Level.                                 |
|   | <input type="checkbox"/> Bachelor's Level*.                              |
|   | <input type="checkbox"/> Therapy Group (Two therapies, i.e., OT and PT). |
|   | <input type="checkbox"/> Others (Describe): _____.                       |

\*Individuals must be supervised and cannot independently bill Wisconsin Medicaid. In most cases, the clinic must submit claims.

---

**Osteopaths or physicians, or a group/clinic of an osteopath or physician, must indicate the specialty below (select one specialty):**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Allergy.                | <input type="checkbox"/> Internal Medicine.         | <input type="checkbox"/> Pediatric Allergy.                   |
| <input type="checkbox"/> Anesthesiology.         | <input type="checkbox"/> Manipulative Therapy.      | <input type="checkbox"/> Pediatric Cardiology.                |
| <input type="checkbox"/> Cardiovascular Disease. | <input type="checkbox"/> Miscellaneous.             | <input type="checkbox"/> Physical Medicine and Rehab.         |
| <input type="checkbox"/> Clinic.                 | <input type="checkbox"/> Nephrology.                | <input type="checkbox"/> Plastic Surgery.                     |
| <input type="checkbox"/> Dermatology.            | <input type="checkbox"/> Neurological Surgery.      | <input type="checkbox"/> Preventive Medicine.                 |
| <input type="checkbox"/> Ear, Nose, Throat       | <input type="checkbox"/> Neurology.                 | <input type="checkbox"/> Proctology.                          |
| Otorhinolaryngology.                             | <input type="checkbox"/> Nuclear Medicine.          | <input type="checkbox"/> Psychiatry (MDs attach a proof of    |
| <input type="checkbox"/> Emergency Medicine.     | <input type="checkbox"/> Obstetrics and Gynecology. | completed psychiatric residency).                             |
| <input type="checkbox"/> Family Practice.        | <input type="checkbox"/> Oncology and Hematology.   | <input type="checkbox"/> Pulmonary Disease.                   |
| <input type="checkbox"/> Gastroenterology.       | <input type="checkbox"/> Ophthalmology.             | <input type="checkbox"/> Radiation Therapy.                   |
| <input type="checkbox"/> General Practice.       | <input type="checkbox"/> Optometry.                 | <input type="checkbox"/> Radiology.                           |
| <input type="checkbox"/> General Surgery.        | <input type="checkbox"/> Orthopedic Surgery.        | <input type="checkbox"/> Thoracic and Cardiovascular Surgery. |
| <input type="checkbox"/> Geriatrics.             | <input type="checkbox"/> Pathology.                 | <input type="checkbox"/> Urgent Care.                         |
|  | <input type="checkbox"/> Pediatrics.                | <input type="checkbox"/> Urology.                             |
-

Required: If this application is for a group or clinic, complete the chart below by listing all individuals providing Medicaid services at the clinic.

[illegible]

---

**SECTION VI — APPLICANT'S TYPES OF SERVICE PROVIDED AND TYPE OF BUSINESS**

---

1. List the types of Medicaid services the applicant's agency will provide (such as dental, emergency transportation, home health, personal care, pharmacy, physician, psychiatric counseling, respiratory care services, etc.).

---

---

---

---

---

---

---

---

2. Applicant's type of business (check appropriate box):

- ☐ Individual.
- ☐ Sole Proprietor:  
County and state where registered \_\_\_\_\_.
- ☐ Corporation for Nonprofit.
- ☐ Limited Liability.
- ☐ Corporation for Profit.  
State of registration \_\_\_\_\_  
Names of corporate officers \_\_\_\_\_  
\_\_\_\_\_
- ☐ Partnership.  
State of registration \_\_\_\_\_  
Names of all partners and SSNs (use additional sheet if needed):
- |            |           |
|------------|-----------|
| Name _____ | SSN _____ |
| Name _____ | SSN _____ |
- Governmental (check one):
- ☐ County.
- ☐ State.
- ☐ Municipality (city, town, village).
- ☐ Tribal.
- ☐ Other, specify \_\_\_\_\_.

---

**Definitions for Sections VII-IX**

**Controlling interest** — Controlling interest includes, but is not limited to, those enumerated; that is, all owners, creditors, controlling officers, administrators, mortgage holders, employees or stockholders with holdings of 10% or greater of outstanding stock, or holders of any other such position or relationship who may have a bearing on the operation or administration of a medical services-related business.

---

**SECTION VII — TERMINATION / CONVICTION / SANCTION INFORMATION**

---

Has the applicant, any employee of the applicant, any person in whom the applicant has a controlling interest, or any person having a controlling interest in the applicant been terminated from or convicted of a crime related to a federal or state program?

☐ **Yes**    ☐ **No**

If yes, please explain:

---

---

---

---

---

---

**SECTION VIII — CONTROLLING INTEREST IN OTHER HEALTH CARE PROVIDERS**

---

Copy this page and complete as needed.

Does the applicant have a controlling interest in any vendors of special service categories such as, but not limited to, drugs/pharmacy, medical supplies/durable medical equipment, transportation, visiting nurse and/or home health agency, providers of any type of therapy?

- ☐ **Yes.** Identify each health care provider the applicant has a controlling interest or ownership in, supply the information, and describe the type and percentage of controlling interest or ownership (e.g., 5% owner, 50% partner, administrator).  
☐ **No.** Go to Section IX.

Name

Medical Provider Number(s)

SSN/EIN

Address

City

State

Zip Code

County

Telephone Number — Business

Telephone Number — Home

Type and percentage of controlling interest or ownership

Are all of the services provided by the applicant and any special service vendors in which the applicant has a controlling interest billed under a single provider number?

- ☐ **Yes.** Enter the number: \_\_\_\_\_.  
☐ **No.**



---

**SECTION IX — CONTROLLING INTEREST OTHERS (INDIVIDUAL AND / OR ENTITY) HAVE IN THE APPLICANT**

---

Copy this page and complete as needed.

Does any person and/or entity have a controlling interest in any of the Medicaid services the applicant provides?   ☐ **Yes**      ☐ **No**

If yes, list the names and addresses of all persons and/or entities with a controlling interest in the applicant.

---

Name — Individual or Entity

---

Address

---

City

State

Zip Code

County

---

Telephone Number — Business

Telephone Number — Home

Type and percentage of controlling interest or ownership

---

SSN or IRS Tax Number

Provider Number, if applicable

---

## Oral Surgery Code Selection Form

### Choice of Billing Codes

Dentists who complete and submit this form may choose one of two coding systems to bill Wisconsin Medicaid for oral surgeries:

- The American Dental Association (ADA) Current Dental Terminology (CDT) codes.
- The American Medical Association's (AMA) Physicians' Current Procedural Terminology (CPT) codes.

Dentists who do not submit this form will automatically be assigned a coding system according to their specialties:

- Oral surgeons and oral pathologists will be assigned CPT codes for billing oral surgery.
- Dentists in all other specialties will be assigned CDT codes for billing oral surgery.

### General Policies

- All dentists, regardless of specialty, will use the CDT procedure codes or the HCFA Common Procedure Code System (HCPCS) codes designated by Wisconsin Medicaid to bill all procedures that are not oral surgeries.
- If dentists elect to use the CDT coding system for oral surgeries, they must bill using the ADA claim form.
- If dentists elect to use the CPT coding system for oral surgeries, they must bill using the HCFA 1500 claim form.
- Comparable oral surgery procedures will have equal reimbursement rates regardless of the dentist's specialty or the coding system used.
- Program requirements (prior authorization, for example) apply equally to all oral surgery procedures regardless of the dentist's specialty or the coding system used.
- When billing oral surgeries, dentists should use **only** the coding system that is automatically assigned to them or the system they choose by submitting this Oral Surgery Code Selection Form.
- Dentists must submit a new Oral Surgery Code Selection Form to change coding systems.

**Complete the information below only if you wish to choose the coding system other than the one automatically assigned to you.**

Indicate your specialty:

- |   |   |                                       |   |
|---|---|---------------------------------------|---|
| <input type="checkbox"/> Endodontic     | <input type="checkbox"/> General Practice | <input type="checkbox"/> Orthodontics | <input type="checkbox"/> Pedodontics    |
| <input type="checkbox"/> Oral Pathology | <input type="checkbox"/> Oral Surgery     | <input type="checkbox"/> Periodontics | <input type="checkbox"/> Prosthodontics |

Indicate the coding system you wish to use for billing oral surgery:

- ☐ I wish to use the ADA Current Dental Terminology (CDT) coding system to bill Wisconsin Medicaid.
- ☐ I wish to use the AMA Current Procedural Terminology (CPT) coding system to bill Wisconsin Medicaid.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**WISCONSIN MEDICAID  
DELETION FROM PUBLICATIONS MAILING LIST**

Wisconsin Medicaid requires information to enable Medicaid to certify providers and to authorize and pay for medical services provided to eligible recipients.

Personally identifiable information about Medicaid providers is used for purposes directly related to Medicaid administration such as determining the certification of providers or processing provider claims for reimbursement. Failure to supply the information requested by the form may result in denial of Medicaid payment for the services.

The use of this form is voluntary. However, in order to be certified, you must complete this form and submit it to the address indicated.

**INSTRUCTIONS:** Any individual provider who does not wish to receive handbooks *Wisconsin Medicaid and BadgerCare Updates*, and bulletins under his or her individual provider number must read the following statement, sign it, and date it. Proxy signatures are not acceptable because the individual provider remains responsible for following Wisconsin Medicaid rules and regulations. Requests to discontinue receiving materials will not be processed without individual provider signatures and dates.

This authorizes Wisconsin Medicaid not to send me the Wisconsin Medicaid publications (e.g., handbooks, *Updates*, and bulletins) under my provider number as indicated below. This authorization will remain in effect until I am recertified as a Medicaid provider (usually a period of three years), at which time I will have another opportunity to elect whether to receive these publications.

This action will not affect my status as a Wisconsin Medicaid provider.

I am aware that I am personally responsible for compliance with all Wisconsin Medicaid billing and policy requirements specified in any publication, regardless of whether I personally receive or review those publications.

I choose not to receive these publications because:

- Another person or entity acts as my agent in billing and other relations with Wisconsin Medicaid.
- I have access to these publications through another source, such as a clinic in which I render services.

Name — Provider	Medicaid Provider Number
<b>SIGNATURE</b> — Provider	Date Signed

**DISTRIBUTION:** Send completed form to:

Wisconsin Medicaid  
Provider Maintenance  
6406 Bridge Rd  
Madison WI 53784-0006

**Wisconsin Medicaid  
Additional Publications Request Form**

Please attach all individual providers' copies of the "Deletion from Publications Mailing List Form" to this sheet. You must have one of these forms attached for each additional copy of publications you are requesting.

Name of Group or Clinic \_\_\_\_\_

Group/Clinic Provider Number \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Requested number of additional copies of future publications \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date



DIVISION OF HEALTH CARE FINANCING  
WISCONSIN MEDICAID AND BADGERCARE  
PROVIDER SERVICES  
6406 BRIDGE ROAD  
MADISON WI 53784

Jim Doyle  
Governor

Helene Nelson  
Secretary

## State of Wisconsin

### Department of Health and Family Services

Telephone: 800-947-9627

608-221-9883

dhfs.wisconsin.gov/medicaid

dhfs.wisconsin.gov/badgercare

DOH 1111A (Rev. 9.97)  
DHFS/HEALTH  
Wis. Adm. Code HSS 105.01

## DEPARTMENT OF HEALTH AND FAMILY SERVICES WISCONSIN MEDICAID PROGRAM PROVIDER AGREEMENT (Standard: for individual and most clinic/group/agency providers)

The State of Wisconsin, Department of Health and Family Services, hereinafter referred to as the Department, hereby enters into an agreement with **(fill in name here)**

### **Provider Name:**

(Provider's Name and Number (if assigned). Name must exactly match the name used on all other documents) a provider of health care services, hereinafter referred to as the Provider, to provide services under Wisconsin's Medicaid Program, subject to the following terms and conditions:

1. The Provider shall comply with all federal laws, including laws relating to Title XIX of the Social Security Act, State laws pertinent to Wisconsin's Medicaid Program, official written policy as transmitted to the Provider in the Wisconsin Medicaid Program Handbooks and all other publications, the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, the Department of Health and Family Services Standards for Equal Opportunity in Service Delivery, section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Wisconsin Fair Employment Law, as are now in effect or as may later be amended.
2. The Department shall reimburse the Provider for services and items properly provided under the program in accordance with the "Terms of Reimbursement," as are now in effect or as may later be amended.
3. In accordance with 42 CFR s. 431.107 of the federal Medicaid regulations, the Provider agrees to keep any records necessary to disclose the extent of services provided to recipients, upon request, and to furnish to the Department, the Secretary of the federal Department of Health and Human Services, or the state Medicaid Fraud Control Unit, any information regarding services provided and payments claimed by the Provider for furnishing services under the Wisconsin Medicaid Program.
4. The Provider agrees to comply with the disclosure requirements of 42 CFR Part 455, Subpart B, as now in effect or as may be amended. The Provider shall furnish to the Department in writing:
  - (a) the names and addresses of all vendors of drugs, medical supplies or transportation, or other providers in which it has a controlling interest or ownership;

- (b) the names and addresses of all persons who have a controlling interest in the Provider;
  - (c) whether any of the persons named in compliance with (a) and (b) above are related to another as spouse, parent, child, or sibling;
  - (d) the names, addresses, and any significant business transactions between the Provider and any subcontractor;
  - (e) the identity of any person who has been convicted of a criminal offense related to that person's involvement in any program under Medicare, Medicaid or Title 20 services programs since the inception of those programs.
5. The Provider hereby affirms that it and each person employed by it for the purpose of providing services holds all licenses or similar entitlements as specified in HFS 101 to 108, Wisconsin Administrative Code, and required by federal or state statute, regulation, or rule for the provision of the service.
6. The Provider consents to the use of statistical sampling and extrapolation as the means to determine the amounts owed by the Provider to the Wisconsin Medicaid Program as a result of an investigation or audit conducted by the Department, the Department of Justice Medicaid Fraud Control Unit, the federal Department of Health and Human Services, the Federal Bureau of Investigation, or an authorized agent of any of these.
7. Unless earlier terminated as provided in paragraph 8 below, this agreement shall remain in full force and effect for a maximum of one year, with the agreement expiring annually on March 31. Renewal shall be governed by s. HFS 105.02(8), Wisconsin Administrative Code.
8. This agreement may be terminated as follows:
- (a) By the Provider as provided at s. HFS 106.05, Wisconsin Administrative Code.
  - (b) By the Department upon grounds set forth at s. HFS 106.06, Wisconsin Administrative Code.

“The Wisconsin Medicaid program requires information to enable the Medicaid program to certify providers and to authorize pay for medical services provided to eligible recipients.

Personally identifiable information about Medicaid providers is used for purposes directly related to the Medicaid program administration such as determining the certification of providers or processing provider claims for reimbursement. Failure to supply the information requested by the form may result in denial of Medicaid payment for those services.”

**SIGNATURES FOLLOW ON PAGE 3**

**ALL THREE PAGES OF THIS PROVIDER AGREEMENT MUST BE RETURNED TOGETHER.**

\_\_\_\_\_  
Name of Provider (Typed or Printed)

\_\_\_\_\_  
Physical Street Address

\_\_\_\_\_  
City State Zip

TITLE: \_\_\_\_\_

BY: \_\_\_\_\_  
Signature of Provider

DATE: \_\_\_\_\_

(For Department Use Only)

STATE OF WISCONSIN DEPARTMENT  
OF HEALTH AND FAMILY SERVICES

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**MODIFICATIONS TO THIS AGREEMENT CANNOT AND WILL NOT BE AGREED TO.  
THIS AGREEMENT IS NOT TRANSFERABLE OR ASSIGNABLE.**

**PRINT CLEARLY, THIS IS YOUR MAILING LABEL. For recertification (renewals)  
ONLY.** Fill in the address below **IF** the processed Provider Agreement should be sent to a  
different address than the physical street address above.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



DIVISION OF HEALTH CARE FINANCING  
WISCONSIN MEDICAID AND BADGERCARE  
PROVIDER SERVICES  
6406 BRIDGE ROAD  
MADISON WI 53784

Jim Doyle  
Governor

Helene Nelson  
Secretary

## State of Wisconsin

Department of Health and Family Services

Telephone: 800-947-9627

608-221-9883

dhfs.wisconsin.gov/medicaid

dhfs.wisconsin.gov/badgercare

DOH 1111A (Rev. 9.97)  
DHFS/HEALTH  
Wis. Adm. Code HSS 105.01

### DEPARTMENT OF HEALTH AND FAMILY SERVICES WISCONSIN MEDICAID PROGRAM PROVIDER AGREEMENT (Standard: for individual and most clinic/group/agency providers)

The State of Wisconsin, Department of Health and Family Services, hereinafter referred to as the Department, hereby enters into an agreement with **(fill in name here)**

#### **Provider Name:**

(Provider's Name and Number (if assigned). Name must exactly match the name used on all other documents) a provider of health care services, hereinafter referred to as the Provider, to provide services under Wisconsin's Medicaid Program, subject to the following terms and conditions:

1. The Provider shall comply with all federal laws, including laws relating to Title XIX of the Social Security Act, State laws pertinent to Wisconsin's Medicaid Program, official written policy as transmitted to the Provider in the Wisconsin Medicaid Program Handbooks and all other publications, the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, the Department of Health and Family Services Standards for Equal Opportunity in Service Delivery, section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Wisconsin Fair Employment Law, as are now in effect or as may later be amended.
2. The Department shall reimburse the Provider for services and items properly provided under the program in accordance with the "Terms of Reimbursement," as are now in effect or as may later be amended.
3. In accordance with 42 CFR s. 431.107 of the federal Medicaid regulations, the Provider agrees to keep any records necessary to disclose the extent of services provided to recipients, upon request, and to furnish to the Department, the Secretary of the federal Department of Health and Human Services, or the state Medicaid Fraud Control Unit, any information regarding services provided and payments claimed by the Provider for furnishing services under the Wisconsin Medicaid Program.
4. The Provider agrees to comply with the disclosure requirements of 42 CFR Part 455, Subpart B, as now in effect or as may be amended. The Provider shall furnish to the Department in writing:
  - (a) the names and addresses of all vendors of drugs, medical supplies or transportation, or other providers in which it has a controlling interest or ownership;



- (b) the names and addresses of all persons who have a controlling interest in the Provider;
  - (c) whether any of the persons named in compliance with (a) and (b) above are related to another as spouse, parent, child, or sibling;
  - (d) the names, addresses, and any significant business transactions between the Provider and any subcontractor;
  - (e) the identity of any person who has been convicted of a criminal offense related to that person's involvement in any program under Medicare, Medicaid or Title 20 services programs since the inception of those programs.
5. The Provider hereby affirms that it and each person employed by it for the purpose of providing services holds all licenses or similar entitlements as specified in HFS 101 to 108, Wisconsin Administrative Code, and required by federal or state statute, regulation, or rule for the provision of the service.
6. The Provider consents to the use of statistical sampling and extrapolation as the means to determine the amounts owed by the Provider to the Wisconsin Medicaid Program as a result of an investigation or audit conducted by the Department, the Department of Justice Medicaid Fraud Control Unit, the federal Department of Health and Human Services, the Federal Bureau of Investigation, or an authorized agent of any of these.
7. Unless earlier terminated as provided in paragraph 8 below, this agreement shall remain in full force and effect for a maximum of one year, with the agreement expiring annually on March 31. Renewal shall be governed by s. HFS 105.02(8), Wisconsin Administrative Code.
8. This agreement may be terminated as follows:
- (a) By the Provider as provided at s. HFS 106.05, Wisconsin Administrative Code.
  - (b) By the Department upon grounds set forth at s. HFS 106.06, Wisconsin Administrative Code.

“The Wisconsin Medicaid program requires information to enable the Medicaid program to certify providers and to authorize pay for medical services provided to eligible recipients.

Personally identifiable information about Medicaid providers is used for purposes directly related to the Medicaid program administration such as determining the certification of providers or processing provider claims for reimbursement. Failure to supply the information requested by the form may result in denial of Medicaid payment for those services.”

**SIGNATURES FOLLOW ON PAGE 3**

**ALL THREE PAGES OF THIS PROVIDER AGREEMENT MUST BE RETURNED TOGETHER.**

\_\_\_\_\_  
Name of Provider (Typed or Printed)

\_\_\_\_\_  
Physical Street Address

\_\_\_\_\_  
City State Zip

TITLE: \_\_\_\_\_

BY: \_\_\_\_\_  
Signature of Provider

DATE: \_\_\_\_\_

(For Department Use Only)

STATE OF WISCONSIN DEPARTMENT  
OF HEALTH AND FAMILY SERVICES

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**MODIFICATIONS TO THIS AGREEMENT CANNOT AND WILL NOT BE AGREED TO.  
THIS AGREEMENT IS NOT TRANSFERABLE OR ASSIGNABLE.**

**PRINT CLEARLY, THIS IS YOUR MAILING LABEL.** For recertification (renewals)  
**ONLY.** Fill in the address below **IF** the processed Provider Agreement should be sent to a  
different address than the physical street address above.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **WISCONSIN MEDICAID ELECTRONIC BILLING GENERAL INFORMATION**

Wisconsin Medicaid has several electronic billing options available for trading partners to submit electronic claims. HIPAA compliant Software is available at no cost for submitting claims to Wisconsin Medicaid except for retail pharmacy services. For further information, or to order free software refer to:  
*dhfs.wisconsin.gov/medicaid9/pes/pes.htm* or contact the Provider Services at 1-800-947-9627 or the EDI Department at 608-221-9036.

### **ELECTRONIC METHODS FOR SUBMITTING MEDICAID CLAIMS**

- Provider Electronic Solutions (PES) – Wisconsin Medicaid HIPAA Compliant Free Software
  - 837 Institutional
  - 837 Professional
  - 837 Dental
  - 997 Functional Acknowledgement
  - 835 Health Care Payment Advice
- Cartridge - Providers with the capability to create their claim information on 3480, 3490 or 3490E cartridge can submit those tapes to Wisconsin Medicaid in the HIPAA compliant formats.
- RAS/Internet – Allows providers to send their data files to Wisconsin Medicaid using a direct RAS connection or Web Browser.
- Third Party Biller – Providers have the option of purchasing a billing system or contracting with a Third Party Biller, to submit their claims.